



सीएसआईआर-संरचनात्मक अभियांत्रिकी अनुसंधान केन्द्र
CSIR-STRUCTURAL ENGINEERING RESEARCH CENTRE
(वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद् Council of Scientific and Industrial Research)
सीएसआईआर रोड CSIR Road, तारमणी, Taramani, चेन्नै Chennai 600113

Recruitment for the positions of

JUNIOR SECRETARIAT ASSISTANT, JUNIOR STENOGRAPHER

Advertisement No. SE-1/2025 Dated 10.06.2025

STEPS FOR ONLINE APPLICATION

Registration & Login

Primary Details

Select Post Code

Educational & Employment Details

Upload Certificate Details

Fee Payment (if applicable)

Other Details

Print / View



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Advertisement for Junior Secretariat Assistant and Junior Stenographer

Advertisement No. 01-2025

Commencement of Online Application

10-06-2025
(10:00 AM)
(Tuesday)

Last date of submission of Online Application

30-06-2025
(05:30 PM)
(Monday)

For Advertisement

[Click Here](#)
for more details

Details

Post Code	Name of the Post	No. of posts and reservation status	Upper Age Limit (including age relaxation wherever applicable)	Pay Level/Pay Matrix	Minimum Educational/ Essential Qualification
JST	Junior Stenographer	No. of Posts - 02 Category Unreserved - 02	27 Years(Relaxation available to PwBD/ ESM etc. as per GOI Rules)	Pay Level - 4 (Rs 25,500 - 81,100/-) As per 7th CPC Pay Matrix Rs. 44,523/- p.m. approximately	Essential 10+2/XII or its equivalent* and proficiency in stenography as per the prescribed norms fixed by DOPT from time to time.
JSA	Junior Secretariat Assistant (General)	No. of Posts - 6 Category UR-4, OBC-1, SC-1	28 years (Relaxation available to SC / OBC / PwBD/ ESM etc. as per GOI Rules)	Pay Level - 2 (Rs. 19,900 - 6 3,2 00 /-) As per 7th CPC Pay Matrix Rs. 38,483/-p.m. approximately	10+2/XII or its equivalent* and proficiency in Computer type speed @ 35 w.p.m. in English or @ 30 w.p.m. in Hindi and in using computer as per the prescribed norms fixed by DOPT from time to time.
	Junior Secretariat Assistant (Finance & Accounts)	No. of Posts - 01 Category OBC NCL-1			
	Junior Secretariat Assistant (Stores & Purchase)	No. of Posts - 01 Category SC - 01			

*Diploma of 3-year duration, acquired after passing in 10th standard, shall be treated as equivalent to 12th Standard in respect of posts for which pass in 10+2/XII standard is the essential qualification. The diploma that is to be considered as equivalent shall be a recognized course and awarded by a recognized institution.

Step1: Registration & Login

New Registration

Email Id

@ xxx.xxx@gmail.com

Password

.....

Confirm Password

.....

Register

Already have account? [Click Here](#)

Login to Your Account

Email Id

@ xxx.xxx@gmail.com

Password

.....

Login

Don't have account? [Create an account](#)

Reset Password? [Click Here](#)

Step2: Primary Details

Primary Details

Name as per SSC / 10 th certificate	<input type="text" value="A XXXXXX XXXX"/>	Are you permanent Government/Autonomous Bodies/ Semi Government organization/ Public Sector Undertaking employee?	<input type="text" value="No"/>
Name(Ever changed)	<input type="text" value="No"/>	If Yes, details of the Organization, Post held	<input type="text"/>
Father's Name	<input type="text" value="AF"/>	Are you CSIR Employee?	<input type="text" value="No"/>
Mother's Name	<input type="text" value="AM"/>	If yes, the name of Institute / lab & Designation	<input type="text"/>
Date of Birth DOB as recorded in the Matriculation/ 10th standard. Document for Age Proof need to be uploaded in the online application	<input type="text" value="01-07-1998"/>	Marital Status	<input type="text" value="Single"/>
Age	<input type="text" value="26 years 11 months 29 days"/> <small>As on 30-06-2025</small>	Are you staying abroad	<input type="text" value="No"/>
Place of Birth	<input type="text" value="Hyderabad"/>	If yes, Country name	<input type="text"/>
Citizenship	<input type="text" value="Indian"/>	Address of Correspondence:	
Gender	<input type="text" value="Male"/>	<input type="text" value="1-50"/>	<input type="text" value="Chennai"/>
Religion	<input type="text" value="Hinduism"/>	<input type="text" value="Chennai"/>	<input type="text" value="Tamil Nadu"/>
Are you a Person with Disability (with disability of 40% or more) Disability Certificate from Competent Authority, as per the specified proforma of GOI, needed to be enclosed in case of PwBD	<input type="text" value="No"/>	<input type="text" value="650201"/>	<input type="text"/>
<input type="checkbox"/> Copy correspondence address into permanent address			
Address of Permanent:			
<input type="text" value="1-100"/>			
<input type="text" value="Uppal"/>			
<input type="text" value="Hyderabad"/>			
<input type="text" value="Telangana"/>			
<input type="text" value="650202"/>			
Email id		<input type="text" value="xxx.xxx@gmail.com"/>	
Secondary Email id		<input type="text" value="temp@gmail.com"/>	
Mobile Number		<input type="text" value="+91 9999999999"/>	
Alternative Mobile Number		<input type="text" value="+91 9999999999"/>	
Any relative in CSIR (If Yes pl. give name,post,Lab/Instt. of posting, Relationship)		<input type="text" value="Yes"/>	
Name of relative		Post	Lab/Instt.
A XXXXXX XXXX		Scientist	CSIR - XXXX
			Relationship
			XXXXXXXX
			Delete
Add Row			
Submit Logout			

Status of Application for the post(s)

Primary Details

Submitted (view)

Select Post Code

Select Postcode

Submit

Registration No

Post Code

Post Name

Online Payment

Other Details

Print/View

Primary details successfully Submitted

Logout

Status of Application for the post(s)

Primary Details

Submitted (view)

Select Post Code

Select Postcode

Select Postcode

JSA-Junior Secretariat Assistant

JST-Junior Stenographer

Registration No

Post Code

Post Name

Online Payment

Other Details

Print/View

Logout

Step3: Select Post Code

Status of Application for the post(s)

Primary Details

Submitted (view)

Select Post Code

Select Postcode

Submit

Educational and Employment details

Click here

Upload Certificate details

Click here

Registration No

Post Code

Post Name

Online Payment

Other Details

Print/View

JSA

Junior Secretariat Assistant

Click here

Click Here

Post Code Applied

Logout

Step4: Educational and Employment Details

EDUCATIONAL QUALIFICATION

S.NO.	Qualification	University/Board	Subjects Studied	% of Marks CGPA / SGPA must be converted into percentages	Date of Passing (DD-MM-YYYY)	Date of Passing (DD-MM-YYYY)	Remarks (1st/2nd Class, 1st Class with Distinction, University top etc)	Mode of study	Upload Certificate
1	10/SSC	Andhra Prad	Maths Science	80	25-03-2012	25-03-2012	1st Class with Distinction	Regular	<div>Choose File</div> SSC.pdf
2	10 + 2 / XII / Diploma	Board of Intern	Mathematics, PI	75	05-04-2014	05-04-2014	1st Class with Distinction	Regular	<div>Choose File</div> Inter.pdf
3	UG				dd-mm-yyyy	dd-mm-yyyy		select	<div>Choose File</div> No file chosen
4	PG				dd-mm-yyyy	dd-mm-yyyy		select	<div>Choose File</div> No file chosen
5	other				dd-mm-yyyy	dd-mm-yyyy		select	<div>Choose File</div> No file chosen
6	DCA	XXXXX	Computer Applic	65	25-03-2016	25-03-2016	2nd Class	Regular	<div>Choose File</div> DCA.pdf

DETAILS OF EXPERIENCE

Note: In case of still working, select application closing date (30-06-2025) in date of leaving field.

Note: Experience must follow Chronological Order (Old to New)

Type of Organization	Name of the Organization	Position Held	Period of Service		Nature of Work	Remuneration	
			From	To			
Private	XXXX - XXXX	Sale Executi	02-05-202	20-07-2	Sales	25000	Delete

Add Row

☒ The above given details are true.

Submit

Logout

Main

Status of Application for the post(s)

Primary Details	Submitted (view)
Select Post Code	<div>Select Postcode</div> <div>Submit</div>
Educational and Employment details	Submitted
Upload Certificate details	Click here

Registration No	Post Code	Post Name	Online Payment	Other Details	Print/View
	JSA	Junior Secretariat Assistant	Click here	Click Here	---

Education & Employee details successfully Submitted

Logout

Step5: Upload Certificate Details

Certificates upload

Photo:



(PHOTO Maximum Size should be 100 KB)

Signature:

Signature

(SIGNATURE Maximum

Size should be 50 KB)

Choose File sign.png

Choose File Photo.png

a.Proof of Date of Birth
(Only SSC/Matriculation/10th Standard / SSLC / HSC Certificate or Birth Certificate issued by appropriate government authority will be accepted as age proof of Date of Birth)

Choose File DOB.pdf

b.Aadhar Card

Choose File Aadhar.pdf

c.Caste/Category(wherever applicable) in the prescribed format [[click here](#)]

Choose File No file chosen

d.Name change certificate (wherever applicable)

Choose File No file chosen

e.No Objection Certificate (wherever applicable) in the prescribed format [[click here for format](#)]

Choose File No file chosen

f.Widow/Divorced women/Judicially separated women- (wherever applicable) relevant certificates for the same

Choose File No file chosen

g. Ex-servicemen- (wherever applicable) relevant certificates/full discharge book

Choose File No file chosen

h.PwBD certicate (wherever applicable) along with the necessary Annexures in the prescribed format [[click here for format](#)]

Choose File No file chosen

i.Any relevant documents

Choose File Documents.pdf

☒ I, hereby, declare that all the statements made in this application are true, complete and correct to the best of my knowledge and belief and in the event of any information being found false or incorrect or any ineligibility being detected before or after the selection, my candidature is liable to be cancelled and action can be initiated against me.

Submit

Logout

Main

Status of Application for the post(s)

Primary Details		Submitted (view)			
Select Post Code		<div>Select Postcode</div> <div>Submit</div>			
Educational and Employment details		Submitted			
Upload Certificate details		Submitted			
Registration No	Post Code	Post Name	Online Payment	Other Details	Print/View
	JSA	Junior Secretariat Assistant	Click here	Click Here	---

Upload Certificates details successfully Submitted

Logout

Step6: Fee Payment (if applicable)

Status of Application for the post(s)

Primary Details		Submitted (view)			
Select Post Code		<div>Select Postcode</div> <div>Submit</div>			
Educational and Employment details		Submitted			
Upload Certificate details		Submitted			
Registration No	Post Code	Post Name	Online Payment	Other Details	Print/View
	JSA	Junior Secretariat Assistant	Click here	Click Here	---

Logout



SB Collect

[HOME](#) [TRANSACTION HISTORY](#) [FAQ'S](#) [CUSTOMER SUPPORT](#)

Payment Progress



STRUCTURAL ENGINEERING RESEARCH CENTRE | CSIR CAMPUS, TARAMANI, CHENNAI-600113

Enter Payment Details

Payment Category*: ONLINE FEE PAYMENT

Remitter Name *

Mobile Number *

Address *

Pincode *

Email ID

Purpose of Payment *

Amount (in Rs) *

Remarks :

Please input all details correctly and confirm before proceeding for payment. Save copy of the online payment receipt for future reference.
For any queries contact finoff@serc.res.in Phone : 044 22549106

The fee payable is **Rs. 500/- (Rupees Five Hundred only)**. It can be paid online through the **State Bank Collect** payment portal. Please note that **the fee once paid shall not be refunded under any circumstances**, nor will it be adjusted against any other examination or selection. Candidates who are eligible and wish to be considered for **both Junior Stenographer (JST) and Junior Secretariat Assistant (JSA)** posts are required to **apply separately** for each post code and pay the respective application fee (if applicable). However, a single application is sufficient for applying to different **cadres of Junior Secretariat Assistant (JSA)**, subject to eligibility. Candidates may indicate their preferences for the post(s)/cadre(s) they wish to be considered for among the **Junior Secretariat Assistant (JSA) - General (Gen) Cadre, Finance & Accounts (F&A), and Stores & Purchase (S&P) Cadre**. The preference for the post(s)/cadre(s) exercised by the candidate in the online application will be treated as final, and no changes to the order of preferences will be permitted later. **CSIR-SERC** will make the final allocation of post(s)/cadre(s) in accordance with the select panel based on **merit-cum-preference**, as indicated by the candidate in the online application and subject to eligibility.

Step7: Other Details

Other Details for Junior Secretariat Assistant

Preferences for this post	<input type="text" value="JSA(General)"/>
Medium of Proficiency Test	<input type="text" value="English"/>
Challan/ Receipt Number:	<input type="text" value="XXXAYYDD999999"/>
Challan Date	<input type="text" value="15-06-2025"/>
Upload Challan Details	<input type="button" value="Choose File"/> Paymentreceipt.pdf

Status of Application for the post(s)

Primary Details	Submitted (view)
Select Post Code	<input type="text" value="Select Postcode"/>
	<input type="button" value="Submit"/>
Educational and Employment details	Submitted
Upload Certificate details	Submitted

Registration No	Post Code	Post Name	Online Payment	Other Details	Print/View
<input type="text" value=""/>	JSA	Junior Secretariat Assistant	Done	Submitted	Print/View

Data Updated Successfully

Step8: Print/View

Status of Application for the post(s)

Primary Details	Submitted (view)
Select Post Code	<input type="text" value="Select Postcode"/>
	<input type="button" value="Submit"/>
Educational and Employment details	Submitted
Upload Certificate details	Submitted

Registration No	Post Code	Post Name	Online Payment	Other Details	Print/View
<input type="text" value=""/>	JSA	Junior Secretariat Assistant	Done	Submitted	Print/View

Print/View is only visible after submitting the Educational and Employment Details, and Upload certificate Details and Fee payment (if applicable) and Other Details.

Note:

Candidates who are eligible and wish to be considered for both Junior Stenographer and Junior Secretariat Assistant (JSA) posts may apply accordingly.

Select Post Code

Status of Application for the post(s)

Primary Details	Submitted (view)				
Select Post Code	<div>Select Postcode</div> <div>Select Postcode</div> <div>JST-Junior Stenographer</div>				
Educational and Employment details	Submitted				
Upload Certificate details	Submitted				

Registration No	Post Code	Post Name	Online Payment	Other Details	Print/View
	JSA	Junior Secretariat Assistant	Done	Submitted	Print/View

Logout

****Junior Stenographer post code applied****

Other Details

Other Details for Junior Stenographer

Medium of Proficiency Test

English

Challan/ Receipt Number:

XXXAYYDD999991

Challan Date

02-06-2025

Upload Challan Details

Choose File

Payment-re...r.XX-XXX.pdf

Submit

Main

Print/View

Status of Application for the post(s)

Primary Details	Submitted (view)				
Educational and Employment details	Submitted				
Upload Certificate details	Submitted				

Registration No	Post Code	Post Name	Online Payment	Other Details	Print/View
	JSA	Junior Secretariat Assistant	Done	Submitted	Print/View
	JST	Junior Stenographer	Done	Submitted	Print/View

Logout

Print/View is only visible after submitting the Educational and Employment Details, and Upload certificate Details and Fee payment (if applicable) and Other Details.